

Guidelines for Contributors to Long Range Planning

Thank you very much for enquiring about submissions to **LRP**. We welcome manuscripts from both Academic and Business Practitioners. It is however, important that these submissions fulfill the criteria below.

LRP is the leading international journal in the field of strategic management, featuring original articles that aim to change the behaviour of senior managers, administrators and academics.

We welcome contributions from academics and from practitioners, who may be consultants or managers. We focus on strategic management, maintaining the balance between theory, conceptual thinking and practice.

We will publish articles that:

1. Explore new ideas and new approaches;
2. Contribute to the evolution of strategic and organisational thinking;
3. Are well grounded in theory and evidence;
4. Are relevant, accessible, valid and of use by both managers and academics.

We also publish:

1. Conceptual pieces which explain how managerial problems can be approached
2. Empirical pieces which describe and analyse important phenomena
3. Points of view which advance thinking and debate
4. Pieces by practitioners for practitioners
5. Articles from all continents, including pieces which explore local or regional contexts, challenging conventional thinking.

Manuscripts should be based on recent research, and supported by relevant data and illustrative material. Writing style should be straightforward and addressed to both managers and academics.

Check List for Contributors to Long Range Planning:

We will find space for good papers that fit the above criteria. We suggest that before sending in your paper you make sure that you follow this check list.

1. You have a clear conceptual model or framework, and you indicate the origin or antecedents of your ideas with references.
2. You tell us how you collected your data in some detail in an appendix, with the summary of method in the text or an exhibit.
3. You tell us why you chose your sample, and in what way the sample is important or representative
4. You discuss your results clearly and simply, putting complex method points in an appendix. You remember that many of our readers have PhDs, and this includes the managers, and that want to be able to see how you came up with your results.
5. You state clearly why the paper is important and explain how managers can use your results.
6. You have a section which highlights the limitations as well as the positive conclusions.

7. You have done your references and bibliography in **LRP** style (see below).
8. Above all else, you have really good diagrams, good tables and good figures. These should illustrate your ideas and capture the important points in your paper. Remember that they often make or break a paper!
9. Please submit your manuscript electronically in Microsoft Word or similar well-known format to Alessandra Marsh, Editorial Assistant, lrp@city.ac.uk . Please do not send in zipped files! These will not reach us as the spam filters block all zip files. Make sure that any diagrams are both readable and printable and drawn if possible in Microsoft Word or PowerPoint. **Please note** that we now insist on having an electronic copy because it speeds up the review process if we are able to e-mail the paper to a reviewer rather than send hard copies by 'snail mail'! We are also happy to receive submissions in hard copy form, but please send three copies to the Editorial Office (full address on Home page).
10. Please keep your text to between 20 and 30 double spaced pages in 12 point type (for easy reading), with tables and figures on separate sheets at the end of the paper. Final manuscripts must have the tables and exhibits in a separate computer file on the disk.
11. Please put name, title, affiliations and acknowledgements only on the first page of the manuscript.
12. Please put the author biography on the second page.
13. Please put the abstract and title (again) on the third page, but do not mention your name!

Style Guidelines:

Title Page. Supply names of authors and full address and affiliation and email address on title page, with list of any acknowledgements

Biographical note (page 2). Supply a short biographical note (5 lines) giving the author's full name, appointment, and institution or organization/company, and recent professional attainments. We no longer publish photographs.

Abstract (page 3). The abstract should be in the form of an executive summary of between 200 and 400 words should be included.

Figures, Tables and Exhibits. All figures, tables and exhibits should be consecutively numbered in Arabic numerals in the text and you must use the marker such as 'Insert Figure 1 here' in the text to indicate where the figure should be placed. Please put the exhibit, table or figure at the end of the text, if necessary in separate computer file.

References. These should be in the form of endnotes. End notes are numbered consecutively in superscript Arabic numerals. We only accept one endnote for any sentence, so multiple references need to be bunched together. We do not accept footnotes. We use standard academic style for citations. Only titles of publications (i.e. Books and Journals) should be in upper and lower case and underlined. Wherever possible full bibliographic details (e.g. volume number, issue number or date, page numbers, publisher, year of publication) should be included. Please cite only relevant references and please try to avoid listing the same paper more than once.

Off-prints. Authors will receive 50 free off-prints, except where they have been paid a fee. An off-print order form will be sent to authors for purchasing additional off-prints: orders for these must be received before printing to qualify for lower pre publication rates. All co-author off-print requirements should be included on the off-print order form.

Copyright. All authors must sign the 'Transfer of Copyright' agreement before the article can be published. This transfer agreement enables Elsevier Science Ltd to protect the copyright material for the authors, but does not relinquish the author's proprietary rights. The copyright transfer covers the exclusive rights to reproduce and distribute article, including reprints, photographic reproductions, microform or any other reproductions of similar nature and translations, and includes the right to adapt the article for use in conjunction with computer systems and programs, including reproduction or publication in machine-readable form and incorporation in retrieval systems. Authors are responsible for obtaining from the copyright holder permission to reproduce any figures for which copyright exists.

Prior Publication. Submissions are on the understanding that the work is original, of the authors presenting the paper. If parts of the work have been published before including any table, this should be indicated in the letter to the editor and in the paper. It does not necessary preclude consideration.

Review Process:

Every manuscript submitted to our journal is initially seen by the Editor. If the submission obviously does not meet the exacting standards* of LRP and/or falls out of its area of interest, the paper will be rejected from the outset. Otherwise, submissions will go on to the review process! *It is recommended that all contributors follow the author guidelines .

The Editor decides who will referee the piece and requests that all comments be sent back within 4-6 weeks. All reviews are undertaken `blind`: the referee does not know who the authors are and vice versa, so that objective comments are provided. All reviews are then used to make an impartial decision upon the potential of the article. More reviews may be requested if the Editor is unable to make a fair decision.

The editor responds to 80% of manuscripts within 4 months, and 98% of manuscripts within 6 months. (Historical data of all submissions in 2001 – 2003)

"Our goal is to make this process fast and efficient and to get a quality decision back to our authors if possible within a 4 month period." Editor, LRP.

Once the Editor has collated all the review reports and considered his reply, authors can expect to receive one of five detailed responses:

1. **Reject:** your paper is unsuitable for **LRP**.
2. **Re-write and Re-submit:** your paper needs to be rewritten and re-submitted in order for the subject to be more relevant to **LRP**.

3. **Major revisions:** the subject of your paper is suitable for **LRP** but needs some major adjustments to be made.
4. **Minor revisions:** your paper is almost ready to be accepted into the **LRP** publication process but some minor adjustments need to be made.
5. **Accept:** your paper is ready to be accepted into the **LRP** publication process.

PLEASE NOTE that it is very unusual for a paper to be accepted from the outset.